

**OFFICE OF THE ADJUTANT GENERAL
HUMAN RESOURCES OFFICE
CAMP ROBINSON
NORTH LITTLE ROCK, AR 72199-9600
TELEPHONE: (501) 212-4208/4215; DSN 962-4208/4215
<http://www.arguard.org/HumanResources/HROMain.htm>**

AGR EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 04-161A

OPENING DATE: 8 Apr 2004

CLOSING DATE: 22 Apr 2004

MILITARY GRADE REQUIREMENTS: Enlisted Not to Exceed: MSgt/E-7

LOCATION: 188th Fighter Wing, Fort Smith, AR

NOMINATING OFFICIAL: Capt Joseph D. Harrison, Base Civil Engineer

POSITION TITLE: Tools and Parts Attendant

Individual selected will be ordered to full time duty (state) in Active Guard/Reserve status under Title 32 USC 502(f). Benefits will be commensurate with grade/rank and years of service.

AREA OF CONSIDERATION: Onboard AGR members of the 188th Fighter Wing. (This announcement runs concurrently with a Technician announcement for the same position.)

QUALIFICATION REQUIREMENTS: Must possess or meet requirements for entry into AFSC 2X0XX or 3E6X1.

PLACEMENT FACTORS: Selectee will be subject to uncommon tours of duty, rotational shift assignments and overtime duty. May be required to fly in military or commercial aircraft for TDY purposes. Selectee will participate in unit of assignment during UTAs and Annual Training periods including deployments, special projects and exercises. Upon assignment, must be a member of the 188th FW, and assigned to a compatible military position in AFSC 2S0XX or 3E6X1.

SUMMARY OF DUTIES: The incumbent identifies users' tools, parts and equipment requirements and requisitions stock as needed. Prepares periodic inventory and determines the basis for over, short, or misplaced items by checking such references as out-for-repair, issue and turn-in records maintained in the tools and parts room. Ensures that tools are maintained in good condition by performing visual and operating checks, taking measurements with such devices as calipers, and receiving reports from users on the nature and extent of damage to tools and equipment. Determines stock replenishment levels for centrally controlled supplies and other material within funding limitations. Receives a wide variety of supplies and specialized items requiring special handling. Searches for identifying or management data on items of supply. Edits supply transactions or provides customer service for urgent critical shortage items and other items requiring special handling when established procedures are not applicable. Performs other duties as assigned.

APPLICATION INSTRUCTIONS FOR ANG ACTIVE GUARD/RESERVE POSITIONS:

Individuals who meet the basic qualification requirements may apply by submitting NGB Form 34-1, Application for Active Guard/Reserve (AGR) Positions, with attachments listed below. Submit applications to: Human Resources Office, Box 946, Camp Robinson, North Little Rock, AR 72199-9600, or to: 188th FW/DPM, 4850 Leigh Ave., Fort Smith, AR 72903-6096, 189th AW/DPC, 112 CMSgt Williams Drive Suite 103, Little Rock AFB, AR 72099-4802, so that it will arrive on or before the closing date of the announcement. **Application must be signed in original ink. FAXED, INCOMPLETE, AND/OR UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED.** Substantial changes in duties and responsibilities during a job should be fully explained so that appropriate credit may be given. Required attachments to NGB Form 34-1 for this announcement are as follows:

Current AF Form 422 – Physical Profile Serial Report
Current height and weight statement
RIP – Report on Individual Personnel
SF 181 - Race and National Origin Identification

THE ARKANSAS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER, AND AS SUCH ALL APPLICATIONS FOR THIS POSITION WILL RECEIVE CONSIDERATION WITHOUT DISCRIMINATION FOR ANY NON-MERIT FACTOR SUCH AS RACE, RELIGION, SEX, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, AGE, OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

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ROBIN E. MCGHEE
SSgt, AR ANG
Human Resources Specialist
(Recruitment and Placement)